



**CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY**

An Autonomous Institute | Affiliated to Osmania University
Kokapet Village, Gandipet Mandal, Hyderabad, Telangana-500075, www.cbti.ac.in



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

46
years

DEPARTMENT OF MCA

5.2.1 No. of outgoing students who got placements during the A.Y. 2023-2024

S.No	Roll No.	Name of the Student	Page Number
1.	160122862001	BHAVANI AAMUDALA	1-8
2.	160122862002	ARIKONTHAM SREE SANJANA	9-18
3.	160122862003	ASIREDDY MADHULATHA	19-25
4.	160122862006	BURRA PRATHYUSHA	26-30
5.	160122862011	JOGU UMA	31-38
6.	160122862012	KADIPAGA KEERTHI BHAVANI	39-46
7.	160122862016	MUDHIGONDA SAI SUPRAJA	47-65
8.	160122862017	MUNUKUTLA BALA BHASKARA ANJALI	66-70
9.	160122862018	NAINI BHAVANA	71-77
10.	160122862019	P SUSHMA	78-82
11.	160122862020	PENKE JEEVANA JESSI	83-87
12.	160122862021	P NIKITHA	88-99
13.	160122862022	PONNA AKHILA	100-107
14.	160122862023	POTHARLANKA KUSUMAKUMARI	108-126
15.	160122862024	POTHUNURI LAXMI SREE	127-134
16.	160122862025	RONGALI SAI ZANITHA SREE	135-141
17.	160122862027	SHAIK NASREEN UNNISA	142-160
18.	160122862028	SUNKARA RAMYA	161-168
19.	160122862029	THALLAM GNANA ASRITHA	169-175
20.	160122862030	TIRUMALA SETTY NIKHITHA	176-180
21.	160122862031	VADLA ALEKHYA	181-188
22.	160122862034	BHASKARUNI DHANUSH PAVAN SAI	189-193
23.	160122862035	BHAVESH MAHAWAR	194-198
24.	160122862036	BURUSU LEELA KRISHNA	199-217
25.	160122862037	DHADA SUHAIL ABDULRAUF	218-227
26.	160122862038	DHRUV RAJPUROHIT	228-232
27.	160122862039	EDDLA ARUN REDDY	233-241
28.	160122862041	K HIMAKAR	242-248
29.	160122862044	KASANAGOTTU RAGHU TEJA	249-260
30.	160122862046	LINGIREDDY PRANEETH KUMAR REDDY	261-263
31.	160122862047	M RAJESH YADAV	264-266
32.	160122862048	M SANDEEP	267-273
33.	160122862052	P SAI KRISHNA	274-278
34.	160122862056	MANEESH REDDY	279-283
35.	160122862057	ROHIT G	284-288
36.	160122862061	S PRASANNA KUMAR REDDY	289-293
37.	160122862062	SOMA VAMSHI	294-298
38.	160122862063	TUMPALA SAIKALYAN	299-301
39.	160122862064	VENNU AKASH	302

FPC, MCA

HEAD
Department of MCA
Chaitanya Bharathi Institute of Technology (A)
Gandipet, Hyderabad-500 075, Telangana.

23/11/24
HEAD, DEPT. OF MCA



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoi MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5002011

Letter of Intent ("LOI")

June 21, 2024

Dear Aamudala Bhavani,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Aamudala Bhavani, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
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June 21, 2024

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- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
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3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

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Puneet Kumra
Head - Fresher Hiring

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Aamudala Bhavani, Analyst

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For Capgemini Technology Services India Limited

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Head - Fresher Hiring**

Acceptance

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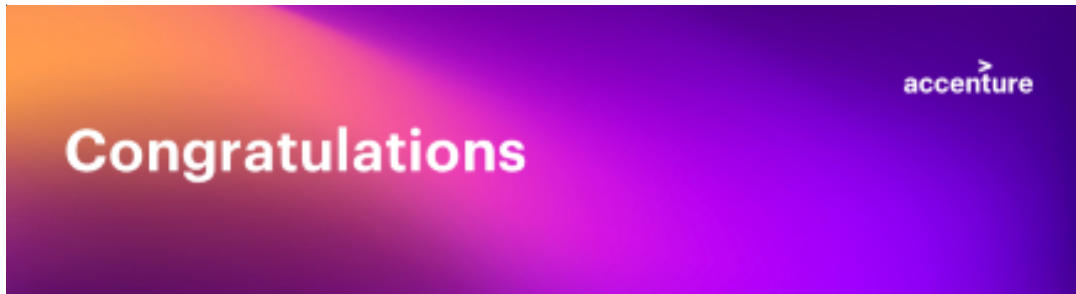
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ANNEXURE 2

Documents for LOI acceptance

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2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



01 March 2024

C06294657

Sree Sanjana Arikontham

H-no:1-150, Village: Vedurugatta , Mondal : Choppadandi

Dear Sree Sanjana Arikontham,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Advanced Technology Centers, India, as per the below terms and conditions:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 Remote working condition - Declaration
- Annexure 4 for declaration
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Management Level 10, 11, 12 & 13)

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college as well as satisfactory completion of verification and/or background or reference checks,

1

Candidate's Signature:{{Sig_es_:signer1:signature}}

which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Important to note:

Your joining the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/ communicated by the Company from time to time. You may be required to submit additional documents which include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in revocation of this Offer/termination of employment.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Sree Sanjana, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact CHAITRA H S at <https://indiacampus.accenture.com/myzone/accenture/auth/login> should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C
Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig_es_::signer1:signature}}

Sree Sanjana Arikontham

Date: {{Dte_es_::signer1:date}}

ANNEXURE 1: COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential	8.5%
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 421,955/-
(D)##Additional Discretionary WFH Benefits/Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document which elaborates the guidelines applicable to structure your Fixed Compensation.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time
- c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

- a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

- a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

JOINING BONUS

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

RELOCATION ASSISTANCE

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.

- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates reg your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

STATUTORY BONUS

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 2 : REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Sree Sanjana Arikontham

Date: {{Dte_es_:_signer1:date}}

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Date: September 18, 2024

Ref: LTIMindtree/HR/EN11/Campus/2024

Name: Asireddy Madhulatha

College: Chaitanya Bharathi Institute of Technology

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Asireddy Madhulatha,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000** pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.
Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria - Engineering Candidates – 2024 Batch	
Qualification	B.E/ BTech/ ME/ MTech / MCA/ 5 Years Integrated CS & IT engineering branches only (all education in full-time/regular courses)
Branches	For UG (All branches of engineering) for PG (CS & IT engineering branches only)
Academic Gap	Not more than 2 years academic gap allowed. (SSC/HSC/Diploma/UG/PG)
SSC, HSC Percentages/CGPA	60% & Above OR Equivalent CGPA (aggregate of all semesters & subjects) <u>NOTE:</u> <ul style="list-style-type: none"> • Appropriate CGPA to percentage conversion to be considered as per the respective university norms. The scores of the Main or improvement exam would be considered as final. • For candidates who have pursued both HSC and Diploma, marks scored in the Diploma course will be considered.
Diploma (if applicable), Graduation Percentage/CGPA	<ul style="list-style-type: none"> • Aggregate of 60% & Above OR Equivalent CGPA • Aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
Re-attempts/ATKs /Backlogs/Arrears (Diploma, Graduation)	<ul style="list-style-type: none"> • At the time of the recruitment process, there must be no standing arrears in current education. • Initial results (% scores) declared would be considered for students awaiting re-evaluation results.
Nature of Course	All Full-Time Courses Only
Year of Passing	2024 Pass Outs Only
Citizenship	Should be an Indian National
Your College/Institution MUST be	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification	Not been involved in any court proceedings and/or convicted for any offence

Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. As a future IT professional, I am flexible towards working from any of LTIMindtree's development centers across the country, flexible work durations/time, training and working in multiple emerging skills & domain.
4. I confirm that I have NOT appeared for any LTIMindtree interview process anywhere in the past 6 months. (If found so, LTIMindtree may take immediate action and cancel the candidature at ANY stage)

Signature: _____

Name: _____

Mobile No: _____

College Name: _____

Today's Date: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Asireddy Madhulatha Date : September 18, 2024

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	131640	10970
Bonus	50400	4200
Base Salary (p.a.)	362040	30170
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	362040	
PF	21600	1800
Gratuity	8664	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43193	3599
Cost to Company (CTC)	405233	33769

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



PRIVATE AND CONFIDENTIAL

November 10, 2023

Burra Prathyusha
Hyderabad

Dear Prathyusha,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 10, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of “**IDT - Determination**” effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Prasanth Kumar Reddy Yadam**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



THOMSON REUTERS

You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

A handwritten signature in black ink, appearing to read 'Catriona Mackness'.

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE: 11 November 2023

SIGNATURE OF CANDIDATE:

A handwritten signature in blue ink, appearing to read 'B. Prathyusha'.



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature: *B. Prathyusha*

Name: Burra Prathyusha

Title: Technology Intern

Date: 11 November 2023



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5002467

Letter of Intent ("LOI")

June 21, 2024

Dear Jogu Uma,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
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- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

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F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

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training and your employment depending on your performance in its opinion.

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2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Jogu Uma, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

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Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

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ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



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Letter of Intent ("LOI")

June 21, 2024

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We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

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- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
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If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Jogu Uma, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

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Acceptance

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ANNEXURE 2

Documents for LOI acceptance

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7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



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Superset ID: 5001924

Letter of Intent ("LOI")

June 14, 2024

Dear Kadipaga Keerthi Bhavani,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

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For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Kadipaga , Analyst

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



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- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Kadipaga , Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



Deloitte Support Services India Private Limited
Floor No 15, Deloitte Tower - 1, Survey No 41,
Gachibowli Village, Ranga Reddy District, Hyderabad -
500032, Telangana, India

Tel: +91 040 67621000
www.deloitte.com

Ms. Mudhigonda Sai Supraja
7-1-621/556/3Rt Flat No 4D Sai Soudha Apartments,
Hyderabad, 500038
India

Subject: Offer of Employment

Dear Mudhigonda Sai Supraja:

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst - Innovation** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 15, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **July 15, 2024**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **July 15, 2024**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within **pre-defined** boundary if their shift timings are between 8:30 p.m. - 6:00 a.m. in Hyderabad, 9:00 p.m. - 6:00 a.m. in Mumbai, Pune; 7:00 p.m. - 6:00 a.m. in Gurugram, 8:00 p.m. - 6:00 a.m. in Bengaluru, Chennai, and Kolkata.

This letter and **Deloitte Support Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Mudhigonda Sai Supraja, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Support Services India Private Limited

Best regards,

DocuSigned by:
Pooja Madnani
A3B26FE226924C0...
By: _____
Signature

Authorized Signatory

Acceptance

I, **Mudhigonda Sai Supraja**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:30:00 -07:00

Annexure A**Ms. Mudhigonda Sai Supraja****Analyst - Innovation**

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	17,700	212,400
Leave Travel Allowance ²	1,750	21,000
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time. All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -
Analyst**

^{1a}*Communication Expenses*

^{1b}*Fuel Expenses*

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹3,000/- per month

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement (“Employment Agreement”)

In consideration of my employment by **Deloitte Support Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Floor No 15, Deloitte Tower - 1, Survey No 41, Gachibowli Village, Ranga Reddy District, Hyderabad - 500032, Telangana, India** (the “Employer”) as **Analyst - Innovation** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. Defined Terms. The italicized terms in this agreement (the “Employment Agreement”) are defined in **Exhibit A** hereto.

2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer’s offer of *Employment* or my becoming, and serving as, **Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency’s decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. Reporting of Proceedings. Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

4. Confidentiality. I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

6. Authorization. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

7. Competing Activities and Conflict of Interest. During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial

interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. Security. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. Ownership of Works.

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. Pre-existing Creations; Personal Creations. My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. Post- Employment Restrictions re: Clients. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

13. Exceptions to Post- Employment Restrictions re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. Restrictions re: Personnel and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing

services to, with, or on behalf of the *Deloitte Entity*.

16. Post- Employment Restrictions re: Deloitte Property. Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST- EMPLOYMENT OBLIGATIONS

17. Transition of Work and Cooperation. Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

18. Notification of Post- Employment Obligations. I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

19. Certification. I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

22. Liquidated Damages: Compensation. I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

23. Right of Inspection. I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. Governing Law; Choice of Forum. This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

25. Modifications. My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

26. Severability. Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. Blue-Penciling. If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

28. Waiver. None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.


29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

30. Transfer and Assignment. Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. Headings. The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Support Services India Private Limited

DocuSigned by:

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Talent

Authorized Signatory

Effective as of **July 15, 2024**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:30:00 -07:00

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

<u>Title</u>	<u>Date</u>	<u>Brief Description</u>
--------------	-------------	--------------------------

Signature

Date

Name (Print)

ACCEPTED AND AGREED TO:
Deloitte Support Services India Private Limited

DocuSigned by:

A3B26FE226924C0...

Talent

Its: *Authorized Signatory*

Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:30:00 -07:00

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report

No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have
Post-Employment Restrictions
re: Clients

No, I do not have
Post-Employment Restrictions
re: Clients

Name of Client Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

Deloitte Support Services India Private Limited

DocuSigned by:
Pooja Madnani
A3B26FE226924C0...

Talent

Its: Authorized Signatory

_____ Date

I have read and understood the above policy terms.

_____ Signature

_____ Name

_____ Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:30:01 -07:00

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Support Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in

accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.

- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer’s telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer’s policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)’s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer’s Intranet site i.e.

<https://deloittenet.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **July 15, 2024**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name



Ms. Mudhigonda Sai Supraja
7-1-621/556/3Rt Flat No 4D Sai Soudha Apartments,
Hyderabad, 500038
India

Training Agreement

Dear Mudhigonda Sai Supraja:


On behalf of **Deloitte Support Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Analyst** pursuant to the terms and conditions of your offer letter dated **July 15, 2024**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,
For **Deloitte Support Services India Private Limited**

DocuSigned by:

By: _____
A3B26FE226924C0...
Signature

Authorized Signatory



PRIVATE AND CONFIDENTIAL

November 13, 2023

Munukutla Bala Bhaskara Anjali
Hyderabad

Dear Anjali,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 13, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "**IDT - Compliance - OIC**" effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



THOMSON REUTERS

You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE: **13 November 2023**

SIGNATURE OF CANDIDATE:



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

A handwritten signature in black ink that reads "Anjali Munukutla".

Name: Munukutla Bala Bhaskara Anjali

Title: Technology Intern

Date: 13 November 2023

Date: September 11, 2024

Ref: LTIMindtree/HR/EN11/Campus/2024

Name: Naini Bhavana

College: University College For Women,Koti

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Naini Bhavana,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000** pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.
Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria - Engineering Candidates – 2024 Batch	
Qualification	B.E/ BTech/ ME/ MTech / MCA/ 5 Years Integrated CS & IT engineering branches only (all education in full-time/regular courses)
Branches	For UG (All branches of engineering) for PG (CS & IT engineering branches only)
Academic Gap	Not more than 2 years academic gap allowed. (SSC/HSC/Diploma/UG/PG)
SSC, HSC Percentages/CGPA	60% & Above OR Equivalent CGPA (aggregate of all semesters & subjects) <u>NOTE:</u> <ul style="list-style-type: none"> • Appropriate CGPA to percentage conversion to be considered as per the respective university norms. The scores of the Main or improvement exam would be considered as final. • For candidates who have pursued both HSC and Diploma, marks scored in the Diploma course will be considered.
Diploma (if applicable), Graduation Percentage/CGPA	<ul style="list-style-type: none"> • Aggregate of 60% & Above OR Equivalent CGPA • Aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
Re-attempts/ATKTs /Backlogs/Arrears (Diploma, Graduation)	<ul style="list-style-type: none"> • At the time of the recruitment process, there must be no standing arrears in current education. • Initial results (% scores) declared would be considered for students awaiting re-evaluation results.
Nature of Course	All Full-Time Courses Only
Year of Passing	2024 Pass Outs Only
Citizenship	Should be an Indian National
Your College/Institution MUST be	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification	Not been involved in any court proceedings and/or convicted for any offence

Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. As a future IT professional, I am flexible towards working from any of LTIMindtree's development centers across the country, flexible work durations/time, training and working in multiple emerging skills & domain.
4. I confirm that I have NOT appeared for any LTIMindtree interview process anywhere in the past 6 months. (If found so, LTIMindtree may take immediate action and cancel the candidature at ANY stage)

Signature: _____

Name: _____

Mobile No: _____

College Name: _____

Today's Date: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Naini Bhavana Date : September 11, 2024

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	131640	10970
Bonus	50400	4200
Base Salary (p.a.)	362040	30170
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	362040	
PF	21600	1800
Gratuity	8664	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43193	3599
Cost to Company (CTC)	405233	33769

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



PRIVATE AND CONFIDENTIAL

November 10, 2023

P Sushma
Hyderabad

Dear Sushma,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 10, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "**IDT - Determination**" effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Prasanth Kumar Reddy Yadam**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



THOMSON REUTERS

You acknowledge that non-compliance with any of the Codes or "Confidentiality Inventions Rights & Non-Competition Agreement" of Company's entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE: 11 November 2023

SIGNATURE OF CANDIDATE:



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

Name: P Sushma

Title: Technology Intern

Date: 11 November 2023



PRIVATE AND CONFIDENTIAL

November 14, 2023

Penke Jeevana Jessi
Hyderabad

Dear Jeevana Jessi,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 14, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "**IDT - Compliance - OIC**" effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



THOMSON REUTERS

You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE: **14 November 2023**

SIGNATURE OF CANDIDATE:

P. Jeevana Jessi



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

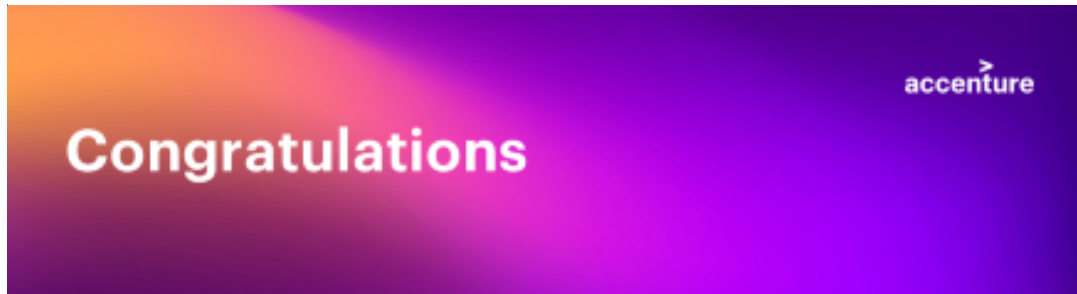
Signature:

P. Jeevana Jessi

Name: Penke Jeevana Jessi

Title: Technology Intern

Date: 14 November 2023



19 April 2024

C06294838

Nikitha Podduturi

7-84/21,beside brilliant school, Lakshmi Prasanna colony

Dear Nikitha Podduturi,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote working condition - Declaration to be submitted by you.
- Annexure 4 for declaration to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory

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Candidate's Signature:{{Sig_es_:signer1:signature}}

completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Important to note:

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/ communicated by the Company from time to time. You may be required to submit additional documents which include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in revocation of this Offer/termination of employment.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Nikitha, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Mr Yogeesh B R at campus.queries@accenture.com should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C

Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig_es_:_signer1:signature}}

Nikitha Podduturi

Date: {{Dte_es_:_signer1:date}}

ANNEXURE 1: COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential (at maximum 8.5%)	INR 32,555/-
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 435,755/-
(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

***Total Cash Compensation Elements**

Annual Fixed Compensation**

*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time.

VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan

Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

JOINING BONUS

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

RELOCATION ASSISTANCE

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates re your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

STATUTORY BONUS

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company.

Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 2 : REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Nikitha Podduturi

Date: {{Dte_es_:_signer1:date}}

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5002605

Letter of Intent ("LOI")

June 14, 2024

Dear Ponna Akhila,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Ponna Akhila, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
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Superset ID: 5002605

Letter of Intent ("LOI")

June 14, 2024

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- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
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2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
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training and your employment depending on your performance in its opinion.

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2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

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If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Ponna Akhila, Analyst

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For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

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-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Offer: Computer Consultancy
Ref: TCSL/CT20244423976/Hyderabad
Date: 17/09/2024

Ms. Kusuma Kumari Potharlanka
2-145Kodavalivaripalem,
Near Zp High School,
Bapatla-523170,
Andhra Pradesh.
Tel# -

Dear Kusuma Kumari Potharlanka,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **INR 7,30,034/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/CT20244423976

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of INR **15,000/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

4. Communication Allowance

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



5. Personal Allowance

You will be eligible for a monthly personal allowance of INR **19,373/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹**4,600/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus

Your Performance Bonus will be ₹**3,200/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.



ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

TCS Confidential

TCSL/CT20244423976

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Probation Period

You will be on probation for three months. If your services are found to be satisfactory

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

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5



during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.



10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

11. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

13. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the

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8

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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9



offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

23. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and



specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Kusuma Kumari Potharlanka
Designation	Systems Engineer
Institute Name	Chaitanya Bharati Institute Of Technology, Hyderabad

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	28,623	3,43,476
2) Performance Pay		
Monthly Performance Pay	4,600	55,200
Performance Bonus*	3,200	38,400
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	54,345	7,30,034

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	19,373	2,32,476
GROSS BOUQUET OF BENEFITS	28,623	3,43,476



Annexure 2

<p>AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India</p>	<p>BHUBANESWAR TCS XP HR Lead Tata Consultancy Services, Kalinga Park Talent Development Block Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p>BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p>CHENNAI XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p>DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India</p>	<p>HYDERABAD XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p>NAGPUR TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p>TRIVANDRUM TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoi MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5006626

Letter of Intent ("LOI")

June 14, 2024

Dear Pothunuri Laxmi Sree,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Pothunuri Sree, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000 (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5006626

Letter of Intent ("LOI")

June 14, 2024

Dear Pothunuri Laxmi Sree,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Pothunuri Sree, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000 (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

Date: September 18, 2024

Ref: LTIMindtree/HR/EN11/Campus/2024

Name: Rongali Sai Zanitha Sree

College: Chaitanya Bharathi Institute of Technology

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Rongali Sai Zanitha Sree,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000** pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.
Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria - Engineering Candidates – 2024 Batch	
Qualification	B.E/ BTech/ ME/ MTech / MCA/ 5 Years Integrated CS & IT engineering branches only (all education in full-time/regular courses)
Branches	For UG (All branches of engineering) for PG (CS & IT engineering branches only)
Academic Gap	Not more than 2 years academic gap allowed. (SSC/HSC/Diploma/UG/PG)
SSC, HSC Percentages/CGPA	60% & Above OR Equivalent CGPA (aggregate of all semesters & subjects) <u>NOTE:</u> <ul style="list-style-type: none"> • Appropriate CGPA to percentage conversion to be considered as per the respective university norms. The scores of the Main or improvement exam would be considered as final. • For candidates who have pursued both HSC and Diploma, marks scored in the Diploma course will be considered.
Diploma (if applicable), Graduation Percentage/CGPA	<ul style="list-style-type: none"> • Aggregate of 60% & Above OR Equivalent CGPA • Aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
Re-attempts/ATKs /Backlogs/Arrears (Diploma, Graduation)	<ul style="list-style-type: none"> • At the time of the recruitment process, there must be no standing arrears in current education. • Initial results (% scores) declared would be considered for students awaiting re-evaluation results.
Nature of Course	All Full-Time Courses Only
Year of Passing	2024 Pass Outs Only
Citizenship	Should be an Indian National
Your College/Institution MUST be	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification	Not been involved in any court proceedings and/or convicted for any offence

Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. As a future IT professional, I am flexible towards working from any of LTIMindtree's development centers across the country, flexible work durations/time, training and working in multiple emerging skills & domain.
4. I confirm that I have NOT appeared for any LTIMindtree interview process anywhere in the past 6 months. (If found so, LTIMindtree may take immediate action and cancel the candidature at ANY stage)

Signature: _____

Name: _____

Mobile No: _____

College Name: _____

Today's Date: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Rongali Sai Zanitha Sree Date : September 18, 2024

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	131640	10970
Bonus	50400	4200
Base Salary (p.a.)	362040	30170
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	362040	
PF	21600	1800
Gratuity	8664	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43193	3599
Cost to Company (CTC)	405233	33769

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Deloitte Support Services India Private Limited
Floor No 15, Deloitte Tower - 1, Survey No 41,
Gachibowli Village, Ranga Reddy District, Hyderabad -
500032, Telangana, India

Tel: +91 040 67621000
www.deloitte.com

Ms. Shaik Nasreen Unnisa
A-64, Near Complex, Government Hospital Road, Vanasthalipuram,
Hyderabad, 500070
India

Subject: Offer of Employment

Dear Shaik Nasreen Unnisa:

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst - Innovation** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 15, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **July 15, 2024**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **July 15, 2024**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within **pre-defined** boundary if their shift timings are between 8:30 p.m. - 6:00 a.m. in Hyderabad, 9:00 p.m. - 6:00 a.m. in Mumbai, Pune; 7:00 p.m. - 6:00 a.m. in Gurugram, 8:00 p.m. - 6:00 a.m. in Bengaluru, Chennai, and Kolkata.


This letter and **Deloitte Support Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Shaik Nasreen Unnisa, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Support Services India Private Limited

Best regards,

DocuSigned by:

A3B26FE226924C0...
By: _____
Signature

Authorized Signatory

Acceptance

I, **Shaik Nasreen Unnisa**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:37:42 -07:00

Annexure A**Ms. Shaik Nasreen Unnisa****Analyst - Innovation**

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	17,700	212,400
Leave Travel Allowance ²	1,750	21,000
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time. All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -
Analyst**

^{1a}*Communication Expenses*

^{1b}*Fuel Expenses*

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹3,000/- per month

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Support Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Floor No 15, Deloitte Tower - 1, Survey No 41, Gachibowli Village, Ranga Reddy District, Hyderabad - 500032, Telangana, India** (the "Employer") as **Analyst - Innovation** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. Defined Terms. The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. Reporting of Proceedings. Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

4. Confidentiality. I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

6. Authorization. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

7. Competing Activities and Conflict of Interest. During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial

interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. Security. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. Ownership of Works.

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. Pre-existing Creations; Personal Creations. My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. Post- Employment Restrictions re: Clients. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

13. Exceptions to Post- Employment Restrictions re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. Restrictions re: Personnel and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing

services to, with, or on behalf of the *Deloitte Entity*.

16. Post- Employment Restrictions re: Deloitte Property. Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST- EMPLOYMENT OBLIGATIONS

17. Transition of Work and Cooperation. Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

18. Notification of Post- Employment Obligations. I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

19. Certification. I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

22. Liquidated Damages: Compensation. I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

23. Right of Inspection. I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. Governing Law; Choice of Forum. This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

25. Modifications. My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

26. Severability. Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. Blue-Penciling. If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

28. Waiver. None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.


29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

30. Transfer and Assignment. Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. Headings. The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Support Services India Private Limited

DocuSigned by:

A3B26FE226924C0...

Talent

Authorized Signatory

Effective as of **July 15, 2024**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:37:42 -07:00

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

Title **Date** **Brief Description**

Signature

Date

Name (Print)

ACCEPTED AND AGREED TO:
Deloitte Support Services India Private Limited

DocuSigned by:

A3B26FE226924C0...

Talent

Its: *Authorized Signatory*

Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:37:42 -07:00

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report

No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have
Post-Employment Restrictions
re: Clients

No, I do not have
Post-Employment Restrictions
re: Clients

Name of Client Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

Deloitte Support Services India Private Limited

DocuSigned by:
Pooja Madnani
A3B26FE226924C0...

Talent

Its: Authorized Signatory

_____ Date

I have read and understood the above policy terms.

_____ Signature

_____ Name

_____ Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:37:42 -07:00

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Support Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in

accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.

- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer’s telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer’s policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)’s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer’s Intranet site i.e.

<https://deloittenet.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **July 15, 2024**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name



Ms. Shaik Nasreen Unnisa

**A-64, Near Complex, Government Hospital Road,
Vanasthalipuram,**

Hyderabad, 500070

India

Training Agreement

Dear Shaik Nasreen Unnisa:

On behalf of **Deloitte Support Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Analyst** pursuant to the terms and conditions of your offer letter dated **July 15, 2024**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

For **Deloitte Support Services India Private Limited**

DocuSigned by:

Pooja Madnani

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By:

Signature

Authorized Signatory



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5002602

Letter of Intent ("LOI")

June 21, 2024

Dear Sunkara Ramya,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Sunkara Ramya, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoi MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5002602

Letter of Intent ("LOI")

June 21, 2024

Dear Sunkara Ramya,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Sunkara Ramya, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

Date: September 18, 2024

Ref: LTIMindtree/HR/EN11/Campus/2024

Name: Thallam Gnana Asritha

College: Chaitanya Bharathi Institute of Technology

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Thallam Gnana Asritha,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000** pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.
Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria - Engineering Candidates – 2024 Batch	
Qualification	B.E/ BTech/ ME/ MTech / MCA/ 5 Years Integrated CS & IT engineering branches only (all education in full-time/regular courses)
Branches	For UG (All branches of engineering) for PG (CS & IT engineering branches only)
Academic Gap	Not more than 2 years academic gap allowed. (SSC/HSC/Diploma/UG/PG)
SSC, HSC Percentages/CGPA	60% & Above OR Equivalent CGPA (aggregate of all semesters & subjects) <u>NOTE:</u> <ul style="list-style-type: none"> • Appropriate CGPA to percentage conversion to be considered as per the respective university norms. The scores of the Main or improvement exam would be considered as final. • For candidates who have pursued both HSC and Diploma, marks scored in the Diploma course will be considered.
Diploma (if applicable), Graduation Percentage/CGPA	<ul style="list-style-type: none"> • Aggregate of 60% & Above OR Equivalent CGPA • Aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
Re-attempts/ATKs /Backlogs/Arrears (Diploma, Graduation)	<ul style="list-style-type: none"> • At the time of the recruitment process, there must be no standing arrears in current education. • Initial results (% scores) declared would be considered for students awaiting re-evaluation results.
Nature of Course	All Full-Time Courses Only
Year of Passing	2024 Pass Outs Only
Citizenship	Should be an Indian National
Your College/Institution MUST be	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification	Not been involved in any court proceedings and/or convicted for any offence

Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. As a future IT professional, I am flexible towards working from any of LTIMindtree's development centers across the country, flexible work durations/time, training and working in multiple emerging skills & domain.
4. I confirm that I have NOT appeared for any LTIMindtree interview process anywhere in the past 6 months. (If found so, LTIMindtree may take immediate action and cancel the candidature at ANY stage)

Signature: _____

Name: _____

Mobile No: _____

College Name: _____

Today's Date: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Thallam Gnana Asritha Date : September 18, 2024

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	131640	10970
Bonus	50400	4200
Base Salary (p.a.)	362040	30170
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	362040	
PF	21600	1800
Gratuity	8664	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43193	3599
Cost to Company (CTC)	405233	33769

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



PRIVATE AND CONFIDENTIAL

November 13, 2023

Tirumala Setty Nikhitha
Hyderabad

Dear Nikhitha,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 13, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "IDT - Compliance - OSU" effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



Confidentiality:

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

Name: Tirumala Setty Nikhitha

Title: Technology Intern

Date:



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5002909

Letter of Intent ("LOI")

June 21, 2024

Dear Vadla Alekhya,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Vadla Alekhya, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000 (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5002909

Letter of Intent ("LOI")

June 21, 2024

Dear Vadla Alekhya,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Vadla Alekhya, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

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3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



PRIVATE AND CONFIDENTIAL

November 14, 2023

Bhaskaruni Dhanush Pavan Sai
Hyderabad

Dear Pavan Sai,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 14, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of “**IDT - Determination**” effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Prasanth Kumar Reddy Yadam**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



Confidentiality:

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

Name: Bhaskaruni Dhanush Pavan Sai

Title: Technology Intern

Date:



PRIVATE AND CONFIDENTIAL

November 13, 2023

Bhavesh Mahawar
Hyderabad

Dear Bhavesh,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 13, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "IDT - Compliance - OSU" effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or "Confidentiality Inventions Rights & Non-Competition Agreement" of Company's entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

A handwritten signature in black ink, appearing to read "Catriona Mackness".

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

Name: Bhavesh Mahawar

Title: Technology Intern

Date:



Deloitte Support Services India Private Limited
Floor No 15, Deloitte Tower - 1, Survey No 41,
Gachibowli Village, Ranga Reddy District, Hyderabad -
500032, Telangana, India

Tel: +91 040 67621000
www.deloitte.com

Mr. Burusu Leela Krishna
1-5-1006/5/2, Manjeera Nagar, Alwal,
Hyderabad, 500010
India

Subject: Offer of Employment

Dear Burusu Leela Krishna:

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst - Innovation** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 15, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **July 15, 2024**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **July 15, 2024**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.


In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within **pre-defined** boundary if their shift timings are between 8:30 p.m. - 6:00 a.m. in Hyderabad, 9:00 p.m. - 6:00 a.m. in Mumbai, Pune; 7:00 p.m. - 6:00 a.m. in Gurugram, 8:00 p.m. - 6:00 a.m. in Bengaluru, Chennai, and Kolkata.

This letter and **Deloitte Support Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Burusu Leela Krishna, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Support Services India Private Limited
Best regards,

DocuSigned by:

A3B26FE226924C0...
By: _____
Signature

Authorized Signatory

Acceptance

I, **Burusu Leela Krishna**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:42:26 -07:00

Annexure A**Mr. Burusu Leela Krishna****Analyst - Innovation**

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	17,700	212,400
Leave Travel Allowance ²	1,750	21,000
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time. All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -
Analyst**

^{1a}*Communication Expenses*

^{1b}*Fuel Expenses*

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹3,000/- per month

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Support Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Floor No 15, Deloitte Tower - 1, Survey No 41, Gachibowli Village, Ranga Reddy District, Hyderabad - 500032, Telangana, India** (the "Employer") as **Analyst - Innovation** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. Defined Terms. The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. Reporting of Proceedings. Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

4. Confidentiality. I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

6. Authorization. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

7. Competing Activities and Conflict of Interest. During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial

interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. Security. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. Ownership of Works.

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. Pre-existing Creations; Personal Creations. My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. Post- Employment Restrictions re: Clients. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

13. Exceptions to Post- Employment Restrictions re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. Restrictions re: Personnel and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing

services to, with, or on behalf of the *Deloitte Entity*.

16. Post- Employment Restrictions re: Deloitte Property. Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST- EMPLOYMENT OBLIGATIONS

17. Transition of Work and Cooperation. Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

18. Notification of Post- Employment Obligations. I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

19. Certification. I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

22. Liquidated Damages: Compensation. I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

23. Right of Inspection. I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. Governing Law; Choice of Forum. This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

25. Modifications. My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

26. Severability. Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. Blue-Penciling. If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

28. Waiver. None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.


29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

30. Transfer and Assignment. Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. Headings. The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Support Services India Private Limited

DocuSigned by:

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Talent

Authorized Signatory

Effective as of **July 15, 2024**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:42:26 -07:00

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*


No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

Title **Date** **Brief Description**

Signature _____
Date

Name (Print)

ACCEPTED AND AGREED TO:
Deloitte Support Services India Private Limited

DocuSigned by:

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Talent

Its: *Authorized Signatory* _____
Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:42:26 -07:00

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report

No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have
Post-Employment Restrictions
re: Clients

No, I do not have
Post-Employment Restrictions
re: Clients

Name of Client Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

Deloitte Support Services India Private Limited

DocuSigned by:
Pooja Madnani
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Talent

Its: Authorized Signatory

Date

I have read and understood the above policy terms.

Signature

Name

Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.04.22 09:42:26 -07:00

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Support Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in

accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.

- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer’s telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer’s policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)’s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer’s Intranet site i.e.

<https://deloittenet.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **July 15, 2024**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name



Mr. Burusu Leela Krishna
1-5-1006/5/2, Manjeera Nagar, Alwal,
Hyderabad, 500010
India

Training Agreement

Dear Burusu Leela Krishna:


On behalf of **Deloitte Support Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Analyst** pursuant to the terms and conditions of your offer letter dated **July 15, 2024**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

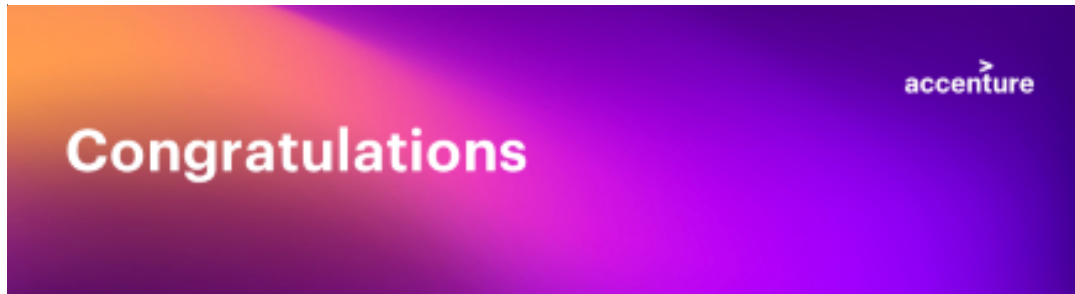
As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,
For **Deloitte Support Services India Private Limited**

DocuSigned by:

By: _____
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Signature

Authorized Signatory



28 February 2024

C06294670

Suhail Abdulrauf Dhada

503, Mawin Anas Apartment, Raghava Colony, Behind Azan School, Tolichowki

Dear Suhail Abdulrauf Dhada,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Advanced Technology Centers, India, as per the below terms and conditions:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 Remote working condition - Declaration
- Annexure 4 for declaration
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Management Level 10, 11, 12 & 13)

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college as well as satisfactory completion of verification and/or background or reference checks,

1

Candidate's Signature:{{Sig_es_:signer1:signature}}

which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Important to note:

Your joining the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/ communicated by the Company from time to time. You may be required to submit additional documents which include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in revocation of this Offer/termination of employment.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Suhail Abdulrauf, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Harsh Rajesh jain at <https://indiacampus.accenture.com/myzone/accenture/auth/login> should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C
Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig_es_ :signer1:signature}}
Suhail Abdulrauf Dhada

Date: {{Dte_es_ :signer1:date}}

ANNEXURE 1: COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential	8.5%
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 421,955/-
(D)##Additional Discretionary WFH Benefits/Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document which elaborates the guidelines applicable to structure your Fixed Compensation.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
 - b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time
 - c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse /partner and 4 dependent children
 - 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
 - a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**
 - a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

JOINING BONUS

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

RELOCATION ASSISTANCE

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.

- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates reg your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

STATUTORY BONUS

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 2 : REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Suhail Abdulrauf Dhada

Date: {{Dte_es_:_signer1:date}}

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



PRIVATE AND CONFIDENTIAL

November 10, 2023

Dhruv Rajpurohit
Hyderabad

Dear Dhruv,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 10, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "**IDT - Determination**" effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Madhu Polineni**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



THOMSON REUTERS

You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

A handwritten signature in black ink, appearing to read 'Catriona Mackness'.

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE: 11 November 2023

SIGNATURE OF CANDIDATE:

A handwritten signature in black ink, appearing to be a stylized name.



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

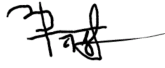
5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature: 

Name: Dhruv Rajpurohit

Title: Technology Intern

Date: 11 November 2023

YOU'RE ONE OF A KIND. YOU'RE AN #EPAMER!



Congratulations and Welcome to EPAM!

We are excited to have you onboard in what we are sure will be an exciting journey! We wish that you achieve all that you aspire for in your career here at EPAM.

At EPAM, our people are the source of our success, and we are committed to providing numerous opportunities for smart, self - motivated, pro - active and collaborative individuals to learn and grow. We invest in EPAMers around the world, helping to find and develop the brightest minds and to build dynamic, lasting careers.

EPAM Systems, Inc. (NYSE: EPAM) has leveraged its software engineering expertise to become a leading global product development, digital platform engineering, and top digital and product design agency since its inception in 1993. Through its 'Engineering DNA' and innovative strategy, consulting, and design capabilities, EPAM works in collaboration with its customers to deliver next - gen solutions that turn complex business challenges into real business outcomes. EPAM's global teams serve customers in over 25 countries across North America, Europe, Asia and Australia. EPAM is a recognized market leader in multiple categories among top global independent research agencies and was one of only four technology companies to appear on Forbes 25 Fastest Growing Public Tech Companies list every year of publication since 2013.

As we wait for you to come onboard and experience this dynamic culture, we recommend that you make time to go through www.welcome.epam.in to understand life and culture at EPAM India.

Please do remember to send in your offer acceptance acknowledgement on the new hire portal, the link for which has been emailed to you. This portal also includes information on the list of activities planned for you in the first few days of your joining, to ensure that your assimilation in the EPAM system is smooth and hassle - free. In case you have more questions or are facing some issues, please raise them on the portal and our team will revert with a response at the earliest opportunity.

Congratulations once again for becoming an EPAMer. You surely are one of a kind!

Regards,

Srinivas Reddy

EPAM India GDO Head

EPAM Systems India Private Limited

CORPORATE OFFICE (HYDERABAD): Salarpuria Sattva Knowledge City, 10th, 11th & 12th Floors, Unit 2&3, Plot No. 2, Phase 1, Survey No. 83/1, Raidurg Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500081. INDIA. Ph.: +91 40 4797 9900. GSTIN: 36AAACW2012R1Z6

PUNE: 100, 101, Unit No 704, 7th Floor, Sai Radhe, Kennedy Road, Pune, Maharashtra, 411001. INDIA. Ph.: +91 20 4858 3399. GSTIN: 27AAACW2012R2Z4

BANGALORE: Tower C, Global Technology Park, Marathalli, Outer Ring Road, Bengaluru (Bangalore) Urban, Karnataka, 560103. Phone: +91 80 6814 6200. GSTIN: 29AAACW2012R1Z1

CIN: U74140TG1997PTC028582
E-mail: corporateindia@epam.com
www.epam.com

June 26, 2024

To,

Eddla Arun Reddy

Hno. 1-86 Dhannasari, Kesamudram, Mahabubabad, 506112

Dear Arun,

Sub: Offer of appointment as Full Time Employee (FTE)

Congratulations!!!

Subsequent to the discussion we had recently with you, we are pleased to offer you an appointment with EPAM Systems India Private Limited (the **Company**) as per the terms and conditions mentioned below:

1. DATE OF JOINING

Your date of joining will be on **July 15, 2024**.

2. DESIGNATION: Junior Software Test Automation Engineer

3. PLACEMENT OF WORK

(i) Your place of work will be at **Hyderabad**.

(ii) You may be required to work in any Position, Department or Shift as you may be assigned from time to time.

(iii) During your employment, you may be transferred to any of the establishments of the Company or its associated Companies in which case you will be governed by the rules and regulations applicable to that establishment.

4. WORKING HOURS

Company follows 9-hour workday and 05 working days a week, with Saturday and Sunday as weekly off for General shift associates. The core working hours are from 9 AM to 6 PM. These working hours and working days would vary depending on project requirements and at company discretion with reasonable notice in accordance with applicable laws. If you are designated to work in shifts, you shall be eligible for shift allowance as per company policy.

5. SECRECY

(i) Your employment is a full-time assignment, and you shall devote your whole time and attention to the interest of the Company and shall not engage yourself in any other business/occupation, whatsoever.

(ii) You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position or responsibility occupied by you.

(iii) You shall not, at any time, during your employment or thereafter, disclose to any person, firm, or Company any information concerning the affairs of the Company or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.

(iv) You are required to sign the non-disclosure agreement in the prescribed format which shall form a part of these terms and conditions.

6. KEY POLICIES, PROCEDURES AND PRACTICES

During your employment with EPAM (and where applicable after your employment has terminated) you must comply with all the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) EPAM policies and procedures on, and any other obligations relating to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You should familiarize yourself with all policies and procedures that apply to your grade and business area as set out on intranet Info.epam.com.

7. TERMINATION OF SERVICE

(i) This offer is our formal contract and must be read and accepted in conjunction with this Employment Agreement, and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other Company policies and procedures which you agree to observe and follow during your internship and, if applicable, subsequent employment with EPAM. These Company policies and procedures may be varied from time to time.

(ii) If at any time, in the opinion of the Company, which shall be final, you are deemed insolvent or are found to be guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status and the post you hold in the Company's interests or of violation of one or more terms of this letter, your services may be terminated immediately.

(iii) You have been offered this position on good faith that all the information and documents provided by you at the time of engagement for this employment are true and correct. Your continued engagement is contingent upon satisfactory background verification. EPAM reserves the right to terminate your engagement without notice if the information and documents provided by you are found incorrect. EPAM warrants the right to recover the costs incurred to perform the check and withhold your salary thereby.

(iv) Absences from Work: Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

8. NOTICE PERIOD

During the Training program, your services can be terminated by giving **15 days'** notice and post training by giving **60 days'** notice in writing or payment of salary in lieu of notice on either side. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of the notice period. In case you opt for leave during notice period, the notice period will be extended by the tune of leaves availed. If during the notice period you are absent without permission, your services can be terminated without any further notice or pay in lieu of such notice. Any reduction/waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver. Notice period payment in lieu of notice if any allegation bounded legally in primary inquiry that you have committed any crime such as rape, fraud, theft, murder, and sexual harassment as per EPAM policy and local legislation Epam also expect you to provide above facts voluntarily.

9. RULES & REGULATIONS

During your employment, you will be governed by the rules, regulations of service and orders of the Company that may be in force and which may be amended, altered, or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations, and orders.

This offer will automatically lapse if not accepted within one (1) week from the date of this letter.

10. NON-COMPETE CLAUSE

For a period of 12 months after the termination of your employment, you must not be employed or engaged (in any capacity) by a customer of EPAM on whose account you worked during your employment with EPAM in the last 12 month before termination of your employment.

11. PERSONAL INFORMATION

During the process of your employment with Epam you may provide or confirm the confidential data or any information that is related to you personally, including without limitation to your email, contact details, taxation, family records, medical records (PI). You confirm that Epam may collect use, transfer, store or process such PI as per EPAM policies, for Epam benefits, Background verifications, financial and accounting aspects and for risk management purposes.

12. RETIREMENT

You shall automatically retire from the services of the Company on attaining the age of 65 years and shall have no claim to be continued in the services of the Company thereafter.

13. COMPENSATION STRUCTURE

The company may, at any time, review and/or restructure the compensation package based on Epam Policy or any local legislation changes.

14. TAX IMPLICATION

You are responsible for declarations and implications for all your personal income tax and filing returns on yearly basis.

15. PAYROLL DATE

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the last working day of the month for associates joined before payroll cut off of every month.

16. TOTAL REWARDS

EPAM offers a Total Rewards plan with a comprehensive compensation package per market standards, including an excellent benefits program comprising health, finance and wealth, work/life balance, and learning and career benefits.

i. COMPENSATION

EPAM is an equal opportunity employer. We believe in Fair and equitable compensation for every associate. We always value excellence and high performance.

Your total salary per annum is INR 8,00,000 (Rupees Eight Lakh Only). Details of your salary structure are given in the Annexure.

ii. LEAVE

You will be entitled for below leaves on prorata basis as per EPAM leave policy.

Leave Type	Duration
Regular Vacation (EL)	15 days leave in a calendar year
Other Leaves	6 days Sick leave & 6 days Casual leave

iii. HOLIDAYS

You shall be eligible for 10 holidays in a calendar year per the published calendar. Associates working out of client locations shall follow the client holiday calendar.

iv. HEALTH AND WELL-BEING

EPAM promotes employee health and wellbeing and help create positive working environments where individuals and organisations can thrive. We believe good health and wellbeing are core enabler which drives employee engagement and organisational performance.

Health Insurance:

You shall be covered under the following Insurance benefits from the date of joining as Trainee and the cost of premium will be borne by the Company during your training period:

Policy	Details
Group Medical Health Insurance	<p>New flex benefits plan – choice to choose what works for you and your family.</p> <p>Medical - Employees will be covered in the core plan for a cover of INR 500,000</p> <ul style="list-style-type: none"> Choose Sum insured: INR 500,000 to 20,00,000 Choose Family options: E only, EPZ, ESCZ, ESCP/PIL, ESCP+PIL+Z. Choose Additional modules – Silver, Gold, OPD plans. <p>Critical Illness - Financial protection against unexpected long-term illness</p> <ul style="list-style-type: none"> Options – INR 500,000 or INR 10,00,000 or INR 15,00,000 <p>Wellness Pack - 3 options – Gym, Self-defense, Personal device, De-stress, Lifestyle</p> <p>Plan options: E-Employee, P-Parents, Z-Sibling, S-Spouse/Partner, PIL- Parent in Laws, C-Children</p>
Group Personal Accidental Insurance	Employee Cover – 3 X CTC; min sum Insured. benefit – INR 50,00,000 - whichever is higher.
Term Life Insurance	Employee cover; Cover – 3 X CTC; min. benefit – INR 50,00,000 – whichever is higher.
Future Service Gratuity	Future Service Gratuity will be covered for any unforce situation (Death), FSG will be paid to Nominees considering Date of Death to retirement age i.e., 65 yrs. Formula linked, based on Basic Salary

Employees can continue to purchase benefits after they have exhausted the allocated flex points and fund the balance through salary contribution. The points are valid for one plan year - 40,000 flex points: 1 flex point = 1 IN

Practo:

Epam has partnered with Practo, and you are eligible for free online Doctor consultation. For more information you can refer to KB Page post your joining.

v. STATUTORY BENEFITS

All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, the Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

Gratuity - Upon cessation of employment and, if applicable, subsequent employment after completion of continuous service of at least four (4) years and 182 days with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act 1972. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

Provident Fund - You will be covered under Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation. Your contribution towards PF will be made from the monthly stipend.

ESIC (Employees' State Insurance Corporation) - In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

vi. FLEXIBLE BENEFITS (For Tax exemption purpose):

You can utilize your other allowances mentioned in below Annexure-II for Flexible benefits as a component to your salary structure that you can select from the list below to avail of tax benefits per the Income Tax Act provisions and as provided for in the payroll structure/policy of the company. Conditions and limitations may apply.

Allowance Type	Limit
Lunch Allowance	Maximum of INR 2200/- per month
Telephone & Internet	Maximum of INR 2000/- per month
Children Education	Maximum of INR 100/- for education and INR 300/- for boarding expenses per child and for a maximum of two children
Leave Travel Assistance	Leave Travel Allowance is allowed twice in a block of four years as stipulated in the Income Tax Act
Business Attire	Maximum of INR 1000/- per month
Professional Development	Maximum of INR 1000/- per month
National Pension Scheme	Maximum 10% of Basic per month

vii. REWARDS AND RECOGNITION PROGRAMS

EPAM acknowledges employee contributions, commitment and efforts towards endeavors and achievements. The Company promotes performance and optimistic behaviors through various monetary and non-monetary Rewards and Recognition programs.

viii. RELOCATION

EPAM will provide you with lump-sum amount of USD 500 for your use for transportation/accommodation/other needs (“Allowance”), less any required deductions. This Allowance will be paid in two equal instalments following your onboarding at EPAM. The first payment will be paid in the first week of your employment and the second payment will be paid to you with your first month’s salary. No other relocation assistance from EPAM’s Talent Mobility team will be provided. No receipts/invoices or pre-approvals are required.

Repayment of Relocation Expenses

The Allowance is repayable in full by you, if:

- a) You fail to start employment with the Company as per agreed start date, OR
- b) You voluntarily leave the Company within 12 months of your start date, OR
- c) The Company terminates your employment for poor performance, misconduct negligence or under any of the circumstances set out under clause “TERMINATION OF SERVICE” of this Letter of Appointment within 12 months of your start date.

ix. CAREER DEVELOPMENT

We are huge advocates for your career development. We will encourage you to move to higher/new roles and reach your potential by frequently helping you to enhance skills or acquire new skills.

17. EPAM Campus Lab Training:

EPAM Campus Lab Training is designed to enhance the technical and behavioral skills relevant to the industry or job role. The 3 – 6 months training program will focus on technical skills development, soft skills, project work, industry insights and mentorship to make you future ready for the client interviews and job role. Your performance during the training period will be assessed through Skill Assessment after completion of training. Please note if you fail to clear the skill assessment, Company can terminate your employment by giving immediate notice.

Annexure

Components	Per Annum	Per Month
Basic	2,28,480	19,040
HRA	1,14,240	9,520
Bonus (Statutory)	16,800	1,400
Other Allowances	4,02,078	33,506
Gross	7,61,598	63,466
PF - Employer's Contribution	27,418	2,285
Gratuity	10,985	915
Fixed Compensation	8,00,000	66,666
CTC	8,00,000	66,666

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* You can opt for Flexible Benefits as mentioned in Clause 16(vi).

The above Compensation Philosophy is subject to change on the discretion of the management.

You are requested to submit a copy of all the below mentioned documents. All the documents are mandatory to submit on the day of your joining:

- i) Certificates in proof of your educational qualifications (X, XII, Graduation, master's for the years/semesters completed)
- ii) Address and ID proof (Passport, Aadhaar & PAN)
- iii) Four passport size Photographs (the background should be white)
- iv) Resume

You are requested to report for duty formally on **July 15, 2024**, at **9:00 AM**. Thanking you,

Yours faithfully

For EPAM Systems India Private Limited

SRINIVAS

MUMMAREDDY

Srinivas Reddy

Managing Director

Digitally signed by
SRINIVAS MUMMAREDDY

Date: 2024.06.28

12:10:57 +05'30'

OFFER LETTER ACCEPTANCE:

No signature is required from upon acceptance of this offer. By clicking the acceptance button, you have agreed to be bound by the terms & conditions upon which the offer of employment has been made. An acknowledgment of receipt of the acceptance will be sent to you. This contract is legally binding based on the laws of India.

Date: September 18, 2024

Ref: LTIMindtree/HR/EN11/Campus/2024

Name: K HIMAKAR

College: Chaitanya Bharathi Institute of Technology

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear K HIMAKAR,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000** pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.
Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria - Engineering Candidates – 2024 Batch	
Qualification	B.E/ BTech/ ME/ MTech / MCA/ 5 Years Integrated CS & IT engineering branches only (all education in full-time/regular courses)
Branches	For UG (All branches of engineering) for PG (CS & IT engineering branches only)
Academic Gap	Not more than 2 years academic gap allowed. (SSC/HSC/Diploma/UG/PG)
SSC, HSC Percentages/CGPA	60% & Above OR Equivalent CGPA (aggregate of all semesters & subjects) <u>NOTE:</u> <ul style="list-style-type: none"> • Appropriate CGPA to percentage conversion to be considered as per the respective university norms. The scores of the Main or improvement exam would be considered as final. • For candidates who have pursued both HSC and Diploma, marks scored in the Diploma course will be considered.
Diploma (if applicable), Graduation Percentage/CGPA	<ul style="list-style-type: none"> • Aggregate of 60% & Above OR Equivalent CGPA • Aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
Re-attempts/ATKTs /Backlogs/Arrears (Diploma, Graduation)	<ul style="list-style-type: none"> • At the time of the recruitment process, there must be no standing arrears in current education. • Initial results (% scores) declared would be considered for students awaiting re-evaluation results.
Nature of Course	All Full-Time Courses Only
Year of Passing	2024 Pass Outs Only
Citizenship	Should be an Indian National
Your College/Institution MUST be	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification	Not been involved in any court proceedings and/or convicted for any offence

Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. As a future IT professional, I am flexible towards working from any of LTIMindtree's development centers across the country, flexible work durations/time, training and working in multiple emerging skills & domain.
4. I confirm that I have NOT appeared for any LTIMindtree interview process anywhere in the past 6 months. (If found so, LTIMindtree may take immediate action and cancel the candidature at ANY stage)

Signature: _____

Name: _____

Mobile No: _____

College Name: _____

Today's Date: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : K HIMAKAR Date : September 18, 2024

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	131640	10970
Bonus	50400	4200
Base Salary (p.a.)	362040	30170
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	362040	
PF	21600	1800
Gratuity	8664	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43193	3599
Cost to Company (CTC)	405233	33769

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

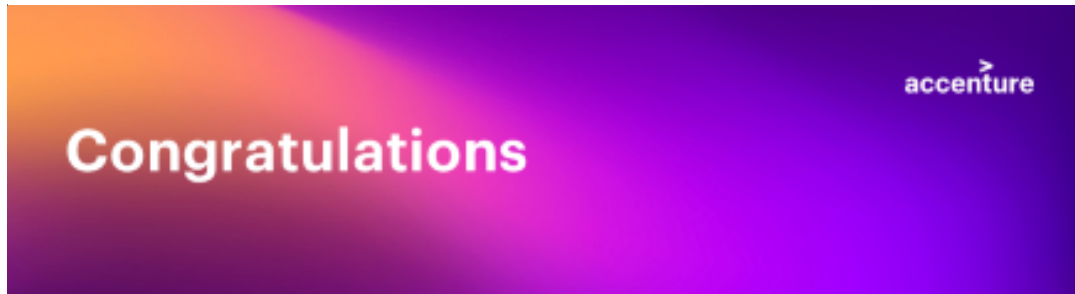
You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



08 April 2024

C06294823

Kasanagottu Raghu Teja

H.No:3-1-72, Sriram Nagar, Peddapalli

Dear Kasanagottu Raghu Teja,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote working condition - Declaration to be submitted by you.
- Annexure 4 for declaration to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory

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Candidate's Signature:{{Sig_es_:signer1:signature}}

completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Important to note:

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/ communicated by the Company from time to time. You may be required to submit additional documents which include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in revocation of this Offer/termination of employment.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Kasanagottu, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Naresh Subramanyam at campus.queries@accenture.com should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C

Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig_es_:_signer1:signature}}
Kasanagottu Raghu Teja

Date: {{Dte_es_:_signer1:date}}

ANNEXURE 1: COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential (at maximum 8.5%)	INR 32,555/-
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 435,755/-
(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

***Total Cash Compensation Elements**

Annual Fixed Compensation**

*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time.

VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan

Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

JOINING BONUS

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

RELOCATION ASSISTANCE

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates re your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

STATUTORY BONUS

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company.

Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 2 : REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Kasanagottu Raghu Teja

Date: {{Dte_es_:_signer1:date}}

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



October 28, 2024

Lingireddy Praneeth Kumar Reddy

7-2-1735 & 7-2-1813/5/A, Flat No: 403,
Bhadra Residency, Czech Colony,
North Street Sanath Nagar, Hyderabad,
Rangareddi, Andhra Pradesh 500018

Employment Offer Letter

Dear Lingireddy,

Congratulations!!!

We are delighted to extend this offer of employment for the position of **Associate Technical Trainee** with **Velosio Overseas Private Limited** with a start date of **November 4, 2024**. We look forward to meeting you at our **Hyderabad Office** on **November 4, 2024**, where you would be provided with the appointment letter.

Your Salary Fitment Sheet is attached to this offer letter in Annexure - A.

As an employee of Velosio, you are also eligible for our benefits program, which includes medical insurance, fitness allowance and others. These benefits will be described in more detail in the orientation program.

By signing and returning this letter, you will confirm your acceptance of the offer. Please respond no later than **October 24, 2024**.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience. Wishing you all the very best.

Warm Regards,

Chandra Sekhar Reddy Kothapu - Director
Velosio Overseas Private Limited

Corporate Office - USA
Velosio LLC

105, Fieldcrest Avenue
Suite 404, Edison, NJ 08837

Velosio Overseas Private Limited
Corporate office - India

7th Floor, Suite 701, Block-B, Roxana Towers
Greenlands, Begumpet, Hyderabad 500016

Phone: +1 732 476 5900

Telangana, India
Phone: +91 40 23754143
Email: India@velosio.com
CIN: U72200TG2014FTC096326

www.velosio.com



ANNEXURE - A - SALARY FITMENT SHEET

Employee Name	:	Lingareddy Praneeth Kumar Reddy
Employee ID	:	
Designation	:	Associate Technical Trainee
Department	:	Development Services
Grade	:	E-I
Date of Joining	:	November 4, 2024
Effective Date of Fitment	:	November 4, 2024
Salary Components	Monthly (INR)	Annual (INR)
Basic Salary	12,125	1,45,500
House Rent Allowance	4,850	58,200
Other Allowances	4,892	58,705
Car Allowance		
Professional Skill Development Allowance		
Food Coupons		
Gross Salary (A)	21,867	2,62,405
Gratuity	583	6,995
Provident Fund	1,800	21,600
Employee State Insurance	-	-
Statutory Contributions by the Company (B)	2,383	28,595
Variable Pay (Performance Target Bonus) (C)	2,471	29,000
Variable Pay (Performance Target Bonus) (D)	2,500	30,000
Cost to Company (A+B+C+D)	29,167	3,50,000
<p>Please note that all matters related to compensation are STRICTLY CONFIDENTIAL & PERSONAL. Any breach of this may result in disciplinary action or termination of employment. All tax liabilities arising out of salary shall be borne by the employee. Variable Pay payouts if any are made quarterly and your eligibility is directly linked to your performance.</p>		



MSS24-0456

02/07/2024

Attach / Paste
Your Photo Here

Dear **M Rajesh Yadav,**

We congratulate you for being selected for a 3 Months Training with the company name “At will basis” which can be extended.

Please find the following confirmation of your Training :

Job Title: Business Development Associate

Internship Period : 3 Months

OJT Start Date:- **15/07/2024**

OJT End Date : **15/10/2024**

Stipend: INR 20000 Per Month + INR 12000 as incentives (Subject to statutory deductions)

Target: 85000 INR per month.

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@mssquaretechnologies.com> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of the company name if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above with MSsquare Technologies, and will report on or before 15/07/2024.

SIGNATURE:
(Candidate's Signature)

DATE:

Training policies:

By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.

- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: **8 Hours a day.**

Job Type: **Internship.**

Location: **50-1-66/13 Second Floor, near Kshatriya Kalyana Mandapam, Seethammadara, Visakhapatnam, Andhra Pradesh 530013.**

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:
(Candidate's Signature)

DATE:

ANNEXURE 1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination 12th standard or equivalent examination Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR : Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card.
4.	Bank Account Details: Bank PassBook First Page Bank Name, Your Name as per Bank records, Account Number, IFSC Code

SIGNATURE:
(Candidate's Signature)

DATE:

Date: September 11, 2024

Ref: LTIMindtree/HR/EN11/Campus/2024

Name: MATTIPELLY SANDEEP

College: SRI VENKATESHWARA DEGREE COLLEGE

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear MATTIPELLY SANDEEP,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000** pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.
Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria - Engineering Candidates – 2024 Batch	
Qualification	B.E/ BTech/ ME/ MTech / MCA/ 5 Years Integrated CS & IT engineering branches only (all education in full-time/regular courses)
Branches	For UG (All branches of engineering) for PG (CS & IT engineering branches only)
Academic Gap	Not more than 2 years academic gap allowed. (SSC/HSC/Diploma/UG/PG)
SSC, HSC Percentages/CGPA	60% & Above OR Equivalent CGPA (aggregate of all semesters & subjects) <u>NOTE:</u> <ul style="list-style-type: none"> • Appropriate CGPA to percentage conversion to be considered as per the respective university norms. The scores of the Main or improvement exam would be considered as final. • For candidates who have pursued both HSC and Diploma, marks scored in the Diploma course will be considered.
Diploma (if applicable), Graduation Percentage/CGPA	<ul style="list-style-type: none"> • Aggregate of 60% & Above OR Equivalent CGPA • Aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
Re-attempts/ATKTs /Backlogs/Arrears (Diploma, Graduation)	<ul style="list-style-type: none"> • At the time of the recruitment process, there must be no standing arrears in current education. • Initial results (% scores) declared would be considered for students awaiting re-evaluation results.
Nature of Course	All Full-Time Courses Only
Year of Passing	2024 Pass Outs Only
Citizenship	Should be an Indian National
Your College/Institution MUST be	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification	Not been involved in any court proceedings and/or convicted for any offence

Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. As a future IT professional, I am flexible towards working from any of LTIMindtree's development centers across the country, flexible work durations/time, training and working in multiple emerging skills & domain.
4. I confirm that I have NOT appeared for any LTIMindtree interview process anywhere in the past 6 months. (If found so, LTIMindtree may take immediate action and cancel the candidature at ANY stage)

Signature: _____

Name: _____

Mobile No: _____

College Name: _____

Today's Date: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : MATTIPELLY SANDEEP Date : September 11, 2024

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	131640	10970
Bonus	50400	4200
Base Salary (p.a.)	362040	30170
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	362040	
PF	21600	1800
Gratuity	8664	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43193	3599
Cost to Company (CTC)	405233	33769

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



PRIVATE AND CONFIDENTIAL

November 14, 2023

Pabolu Sai Krishna
Hyderabad

Dear Sai Krishna,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 14, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "**IDT - Compliance - OIC**" effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



Confidentiality:

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

Name: Pabolu Sai Krishna

Title: Technology Intern

Date:



PRIVATE AND CONFIDENTIAL

November 10, 2023

Reddy Gari Maneesh Reddy
Hyderabad

Dear Maneesh Reddy,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 10, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of “**IDT - Determination**” effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Prasanth Kumar Reddy Yadam**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



Confidentiality:

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

Name: Reddy Gari Maneesh Reddy

Title: Technology Intern

Date:



PRIVATE AND CONFIDENTIAL

November 13, 2023

G Rohit
Hyderabad

Dear Rohit,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 13, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "IDT - Compliance - OSU" effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



Confidentiality:

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

Name: G Rohit

Title: Technology Intern

Date:



PRIVATE AND CONFIDENTIAL

November 14, 2023

Shanivarapu Prasanna Kumar Reddy
Hyderabad

Dear Prasanna Kumar,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 14, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "**IDT - Compliance - OIC**" effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



Confidentiality:

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

Name: Shanivarapu Prasanna Kumar Reddy

Title: Technology Intern

Date:



PRIVATE AND CONFIDENTIAL

November 13, 2023

Soma Vamshi
Hyderabad

Dear Vamshi,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 13, 2023** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "**IDT - Compliance - OIC**" effective from **January 3, 2024** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **January 3, 2024** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 4, 2024** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **January 3, 2024**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



THOMSON REUTERS

You acknowledge that non-compliance with any of the Codes or "Confidentiality Inventions Rights & Non-Competition Agreement" of Company's entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **January 3, 2024**.

PLACE: Hyderabad

DATE: 13 November 2023

SIGNATURE OF CANDIDATE:



Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.


5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.



7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature: 

Name: Soma Vamshi

Title: Technology Intern

Date: 13 November 2023



MSS24-0455

02/07/2024

Attach / Paste
Your Photo Here

Dear **Tumpala Saikalyan** ,

We congratulate you for being selected for a 3 Months Training with the company name “At will basis” which can be extended.

Please find the following confirmation of your Training :

Job Title: Business Development Associate

Internship Period : 3 Months

OJT Start Date:- **15/07/2024**

OJT End Date : **15/10/2024**

Stipend: INR 20000 Per Month + INR 12000 as incentives (Subject to statutory deductions)

Target: 85000 INR per month.

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@mssquaretechnologies.com> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of the company name if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above with MSsquare Technologies, and will report on or before 15/07/2024.

SIGNATURE:
(Candidate's Signature)

DATE:

Training policies:

By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.

- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: **8 Hours a day.**

Job Type: **Internship.**

Location: **50-1-66/13 Second Floor, near Kshatriya Kalyana Mandapam, Seethammadara, Visakhapatnam, Andhra Pradesh 530013.**

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:
(Candidate's Signature)

DATE:

ANNEXURE 1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination 12th standard or equivalent examination Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR : Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card.
4.	Bank Account Details: Bank PassBook First Page Bank Name, Your Name as per Bank records, Account Number, IFSC Code

SIGNATURE:
(Candidate's Signature)

DATE:

Internship Offer Letter

Dear **Vennu Akash**,

People Tech Group is pleased to offer you an educational internship opportunity. We intend to hire you as an **Intern** for the **Junior Software Engineer** program effective from **11th March 2024**.


As we discussed during the process, you will be entitled to a monthly stipend depending upon your Involvement in the project, as part of this you will be paid **INR 10000/- per month** as your monthly stipend based on your performance.

You will be under an assessment plan for 6 months. Depending on the assessment outcome, you may be eligible for a pre-placement opportunity with its respective compensation based on various factors pertinent to employment with the people tech group.

Congratulations on your internship and welcome to the team!

Acceptance by:

Name: Vennu Akash

Signature: 

Regards,

Human Resource

Signature: